

GUIDELINES ON THE RANKING OF PPPC DELIVERY UNITS IN LINE WITH THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2018

Background

Executive Order No. 80 s. 2012 and Memorandum Circular (MC) 2018-1 issued by the AO 25 Inter-Agency Task Force direct the adoption of a Performance-Based Incentive System for the grant of Performance-Based Bonus (PBB) for FY 2018.

The PBB shall be distributed according to the rankings of delivery units within the Center based on ratings that they have secured under the Center's Strategic Performance Management System (SPMS) and their contribution to the Department/Agency performance.

Purposes

This set of guidelines aims to provide the basis for distribution of the PBB incentives within the PPP Center. Specifically, this aims to:

1. Adopt uniform eligibility criteria for the PPP Center delivery units and corresponding officials and employees; and
2. Guide all PPP Center officials and employees on the delivery units' ranking process.

Coverage

This set of guidelines shall apply to all delivery units and their corresponding officials and employees holding regular plantilla positions.

Eligibility Criteria of the PPPC Delivery Units

The PPP Center is composed of the following delivery units: 1) Office of the Executive Director; 2) Project Development Service; 3) Project Development and Monitoring Facility Service; 4) Capacity Building and Knowledge Management Service; 5) Policy Formulation, Project Evaluation and Monitoring Service; 6) Administrative Service; and 7) Legal Service.

The responsible delivery units must satisfy the following conditions to be eligible for the grant of PBB:

1. Achieved 100% of the delivery unit's approved annual performance targets;
2. Utilized 100% of the allotted budget for the year;
3. Submitted accomplished Performance Commitment Review forms for the first and second semesters of 2018;
4. Submitted Statement of Assets, Liabilities, and Net worth on prescribed deadline; and

- Submitted reports for inclusion in the Center's Form A, A-1 and Annexes outlining committed/identified services provided to clients including report on client satisfaction.

Eligibility of the Executive Director

The Executive Director is eligible only if the PPP Center is determined to be eligible to receive PBB. If eligible, the Executive Director's maximum PBB rate for FY 2018 shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2018.

The Executive Director shall not be included in the Form 1-Report on Ranking of Delivery Units.

Eligibility of Individuals

PPP Center officials and employees must satisfy the following criteria to be eligible for the grant of PBB:

- Must obtain a rating of at least "Satisfactory" based on the PPP Center's CSC-approved SPMS or the requirement prescribed by the CESB;
- Official or employee on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency;
- Official or employee who transferred from PPP Center to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency;
- Official or employee who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the Personnel shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.
- The full amount of the PBB shall be given to PPP Center officials and employees who have rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating;
- Official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rate basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%

LENGTH OF SERVICE	% of PBB
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for official or employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a) Being a newly hired employee;
- b) Retirement;
- c) Resignation;
- d) Rehabilitation leave;
- e) Maternity leave and/or Paternity leave;
- f) Vacation or sick leave with or without pay; and
- g) Scholarship/Study leave; and

7. The following shall not be entitled to the FY 2018 PBB:

- a) An official or employee who is on vacation or sick leave, with or without pay for the entire year of 2018;
- b) Official or employee found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2018. If penalty meted out is only a reprimand, such penalty shall not cause disqualification;
- c) Official or employee who failed to submit 2017 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
- d) Official or employee who failed to liquidate Cash Advances received in FY 2018 within the reglementary period as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
- e) Official or employee who did not submit the complete SPMS forms;
- f) Official or employee responsible for the non-compliance of COA prior years' audit recommendations (Director of Administrative Service, Head of Finance Division and concerned officials cited in the audit reports);
- g) Official or employee responsible for the failure to comply with the requirement to acquire QMS ISO certification for at least one (1) core process or ISO-aligned documentation for at least one (1) core process if PPP Center is yet to be ISO certified (ISO Steering Committee and its Secretariat per SO No. 46 Series of 2017); and
- h) Official or employee responsible for the failure to comply with the requirement to post and disseminate the Center's system of ranking performance of delivery units (Performance Management Team and its Secretariat per SO No. 71-2015).

System of Ranking of Delivery Units

PPP Center delivery units shall follow the eligibility criteria identified above.

The ranking of the delivery units shall be prepared by the PMT and approved by the Executive Director.

Delivery units shall be ranked according to the following categories along with corresponding PBB incentives (based on the individual's monthly basic salary as of December 31, 2018) for officials and employees:

Ranking and Number of Delivery Units	Category	PBB as % of Monthly Basic Salary
Top 10% - 1 Delivery unit	"Best" Delivery unit	65%
Next 25% - 2 Delivery units	"Better" Delivery units	57.5%
Remaining - 5 Delivery units	"Good" Delivery units	50%

This set of guidelines recognize the unique and distinct responsibilities and tasks of each delivery unit of the Center. Therefore, the ranking of the delivery unit shall be undertaken through the objective measurement of the accomplishments and adherence to prescribed rules under this set of guidelines.

The ranking of the delivery units shall be based on the approved Center-wide accomplishment reflected in its PBB Form A and DBM Budget Accountability Report (BAR) Form 1, as well as the Service and Division Performance Commitment and Review ratings.

The identified delivery units shall be ranked using the following formula:

Percentage Weight	Factor
90%	SPCR/Unit rating
10%	Client Satisfaction rating

Client Satisfaction rating shall follow the scale below:

Number of negative feedback (documented)	Rating
Zero negative feedback from client/s	100%
5% or less of feedback secured from clients are negative	90%
More than 5% to 10% of feedback secured from clients are negative	80%
More than 10% to 20% of feedback secured from clients are negative	70%
More than 20% to 30% of feedback secured from clients are negative	60%
More than 30% of feedback secured from clients are negative	50%

Negative feedbacks may be cancelled by documented commendations or positive feedbacks received by the Service (i.e. 3 negative feedbacks received – 3 positive feedbacks received = 0 negative feedback).

Implementation

Delivery units are therefore mandated to strictly abide by the prescription under these guidelines and complete the submission of their respective accomplished rating forms i.e. SPCRs for the Office of the Directors and DPCRs for the divisions.

Rating forms are to be submitted to the PMT Secretariat thru the CPDD by February 06, 2019 for processing and deliberation of the PMT.

Finalized ranking shall be endorsed to the Executive Director for approval not later than February 24, 2019.

This set of guidelines shall take effect immediately.



FERDINAND A. PECSON
Executive Director

